

	<b>OHS SPECIFICATION</b> <b>NTCSA Security OHS Tender Requirements</b>	<b>NTCSA</b>
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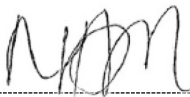
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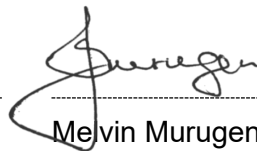
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## 1. Introduction

Eskom's responsibility and commitment is to ensure a safe working environment is in line with its Safety, Health, Environmental and Quality (SHEQ) Policy, along with legislative obligations.

This SHE specification is Eskom the minimum requirements which are required to be met for the specific contract and for the duration of the contract period by contractors and where required, the delivery organisation.

**The contractor is expected to develop a SHE plan which meets these requirements as well as all the relevant applicable legislation they conform to.**

**Eskom in no way assumes the contractor's legal responsibilities. The contractor is and remains accountable for the quality and the execution of his/her health and safety programme for his/her employees and appointed contractor employees.**

This SHE specification reflects minimum requirements and should not be construed as all encompassing.

**Note 1:** All the requirements listed hereunder are in relation to the contract and do not supersede or replace any organizational SHE requirements.

Where requirements listed are already in place, then the organisational requirements must be taken cognisance of and listed in the respective SHE plans. If there are any additional Eskom and or legislative requirements listed in the SHE specification, then these must be addressed.

## 2. Supporting Clauses

### 2.1 Scope

This SHE specification lists the legislative and Eskom requirements and where applicable, any requirements pertaining to Local Authorities / Municipal by-laws / Environmental legislation that must be met by the contractor.

#### 2.1.1 Purpose

This document will provide a standardised approach to the compilation of SHE specifications throughout Eskom for contracts, standards and NEC 3 contracts.

### 2.1.2 Applicability

This SHE specification is applicable to any contracting organisation who intends tendering for the contract.

### 2.2 Normative/Informative References

Parties using this document shall apply the most recent edition of the documents listed in the following paragraphs.

#### 2.2.1 Normative

- [1] Basic Conditions of Employment Act No 75 of 1997.
- [2] Occupational Health and Safety Act and Regulations No 85 of 1993.
- [3] Consolidated COVID-19\_Directive\_Workplace Health & Safety\_ Government Gazzette 43751\_GNR 1031\_ 01 October 2020.
- [4] National Environmental Management Act 107 of 1998.
- [5] National Road Traffic Act 93 of 1996.
- [6] 32-37 Eskom Substance Abuse Procedure.
- [7] 32-136 Contractor Health and Safety Requirements
- [8] 240-62196227 Life- saving Rules
- [9] 32-95 Environmental, Occupational Health and Safety Incident Management Procedure
- [10] 32-727 SHEQ Policy
- [11] 240-62946386 Vehicle and Driver Safety Management Procedure
- [12] 32-520 Risk Assessment procedure

#### 2.2.2 Informative

- [1] Tobacco Products Control Act 83 of 1993 (Updated 2011.05.19)
- [2] Constitution of the Republic of South Africa No 108 of 1996.

### 2.3 Definitions

Definition	Explanation
<b>Appointed contractor</b>	Means a contractor appointed by the principal contractor
<b>Baseline risk assessment</b>	(32-520) baseline operational risks refer to the health and safety risks associated with all standard processes and routine activities in the business

<b>Business unit (BU)</b>	(32-296) means any defined unit within the Eskom environment, operating as a business under a particular cost-centre number. In the context of this document and in terms of health and safety, any reference to a BU includes a defined unit within any Eskom division and its subsidiaries
<b>Client</b>	(OHS Act) Eskom representative (Internal – Asset Owner), also referred to as the contract administrator/custodian or agent or project manager (as defined in the contract). He/she is the person responsible for ensuring that the works or services are executed in terms of the contract, as well as adherence to legislation pertaining to the contract.
<b>Competent person</b>	(OHS Act) means any person having the knowledge, training, experience, and qualifications, specific to the work or task being performed, provided that, where appropriate, qualifications and training are registered in terms of the South African Qualifications Authority Act, 1995 (Act No. 58 of 1995)
<b>Contractor</b>	(OHS Act) means an employer as defined in section 1 of the Act who performs contracted work and includes principal contractors
<b>Controlled disclosure</b>	controlled disclosure to external parties (either enforced by law or discretionary)
<b>Employee</b>	(OHS Act) means, subject to the provisions of subsection (2), any person who is employed by or works for an employer and who receives or is entitled to receive any remuneration or who works under the direction or supervision of an employer or any other person
<b>Employer</b>	(OHS Act) means, subject to the provisions of subsection (2), any person who employs or provides work for any person and remunerates that person or expressly or tacitly undertakes to remunerate him/her, but excludes a TES (ex labour broker) as defined in section 1(1) of the Labour Relations Act 1956 (Act No. 28 of 1956)
<b>Eskom requirements</b>	Eskom requirements flowing from directives, policies, standards, procedures, specifications, work instructions, guidelines, or manuals
<b>Hazard</b>	(OHS Act) means a source of, or exposure to, danger
<b>Hazard identification</b>	(OHS Act) means the identification and documenting of existing or expected hazards to the health and safety of persons, which are normally associated with the type of construction work being executed or to be executed

<b>Health and safety file</b>	(OHS Act) means a file or other record in permanent form, containing the information required in relation to the contract.
<b>Health and safety plan</b>	(OHS Act) means a document plan that addresses hazards identified and includes safe work procedures to mitigate, reduce, or control hazards identified
<b>Health and safety specification</b>	(OHS Act) means a document specification of all health and safety requirements pertaining to associated to a contract, so as to ensure the health and safety of persons.
<b>Health and safety requirements</b>	means comprehensive health and safety requirements for a contract, project, site, and scope of work. This specification is intended to ensure the health and safety of persons, both workers and the public, and the duty of care to the environment. The health and safety requirements must be specific to each contract, project, site, and scope of work
<b>Lifesaving Rules</b>	(240-62196227) a rule that, if not adhered to, has the potential to cause serious harm to people
<b>Medical Certificate of fitness</b>	(OHS Act) means a certificate valid for one year, issued by an occupational health practitioner, issued in terms of the regulations, whom shall be registered with the Health Professions Council of South Africa
<b>Method statement</b>	(OHS Act) means a written document detailing the key activities to be performed in order to reduce, as reasonably as practicable, the hazards identified in any risk assessment
<b>Organisation</b>	may be defined as a group of individuals (large of small) that is cooperating under the direction of executive leadership in accomplishment of certain common objects
<b>Pre-job meetings</b>	(34-227) means a meeting that is held prior to the commencement of the day's work and that is attended by all the relevant employees associated with the work task
<b>Contractor</b>	Means an employer, as defined in section 1 of the OHS Act, who intends to tender for or has signed a contract with Eskom for services rendered.
<b>Provincial director</b>	(OHS Act) means the provincial director as defined in Regulation 1 of the General Administrative Regulations under the Act

<b>Risk assessment</b>	(OHS Act) means a programme to determine any risk associated with any hazard at a construction site in order to identify the steps needed to be taken to remove, reduce, or control such hazard.
<b>Site</b>	(34-228) means an Eskom department, unit, complex, building, specific project, work site, or the site where agents, clients, principal contractors, contractors, suppliers, vendors, and service providers provide a service to Eskom, directly or indirectly

<b>Definition</b>	<b>Explanation</b>
<b>Toolbox talks</b>	(34-227) where the team leader, after conducting pre-task planning, shares all the tasks at hand and discusses task allocation, the identified risks, and the control measures with all his/her team members on site before commencing a specific task and documenting the agreed strategy. (This shall be done to ensure common understanding of the tasks, risks, and control measures required.)
<b>The Act</b>	(OHS Act) means the Occupational Health and Safety Act No. 85 of 1993, as amended, and the Regulations thereto
<b>Visitor</b>	any person visiting a workplace with the knowledge of, or under the supervision of, an employer.

## 2.4 Abbreviations

<b>Abbreviation</b>	<b>Description</b>
<b>BU</b>	Business Unit
<b>CE</b>	Chief Executive
<b>COID Act</b>	Compensation for Occupational Injuries and Diseases Act
<b>DoEL</b>	Department of Labour (Inspection and Enforcement services – Provincial office)
<b>EP</b>	Emergency Preparedness
<b>GAR</b>	General Administrative Regulations
<b>GSR</b>	General Safety Regulations
<b>LoG</b>	(COID) Letter of Good Standing
<b>MSDS</b>	Material Safety Data Sheets
<b>OHS Act</b>	Occupational Health and Safety Act and Regulations, 85 of 1993

Abbreviation	Description
BU	Business Unit
CE	Chief Executive
PSIRA	

## 2.5 Roles and Responsibilities

### 2.5.1 Commitment

Visible commitment is essential to providing a safe work environment. Managers, supervisors and employees at all levels must demonstrate their commitment by being proactively involved in the day-to-day operations, in particular the Occupational Health and Safety aspects of any project / contract. Legislation requires that each employee must take reasonable care of themselves and their fellow workers, from management level down to the lowest employee level.

### 2.5.2 Principal contractors and appointed contractors

The contractors shall:

1. Carry out all duties as listed in section 8, 9 and 10, the various other regulations that form part of the OHS Act and Regulation 7 of the Construction Regulations.
2. Carry accountability and responsibility for the safety and health of their employees and their appointed contractors within their working area, as contemplated by section 37(2) of the OHS Act.
3. Shall keep a record of all employees including the appointed contractor employees, including date of induction, relevant skills and licenses and be able to produce this list at the request of the Eskom Project Manager.
4. Ensure that all their appointees are made aware of their accountabilities and responsibilities in terms of their appointment and that they advise and assist these appointees in the execution of their duties.
5. Ensure that the minimum legislative, regulatory and Eskom SHE requirements are complied with on all work sites.
6. Give the Eskom project managers and line managers / responsible managers their full participation and cooperation.
7. Compile a SHE (health and safety) file where all relevant health and safety records must be kept for each work site.
8. The contractor must provide the project manager with a certified copy of his/her Compensation Commissioner's valid letter of good standing before the commencement of work and any future renewal letters obtained during the project for record-keeping purposes. The letter of good standing shall reflect the name of the contractor's company.
9. Appoint competent staff to perform the work and ensure that all employees are

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trained in the health and safety aspects relating to such work and that the employees understand the hazards associated with all other work being carried out on the project.

10. Ensure that all employees are conversant with all relevant work procedures and that they adhere to such procedures.
11. Not victimise or dismiss employees, by virtue of the employees divulging health and safety information or suspecting such information has been divulged, in the interests of health and safety requirements.
12. Follow a process of disciplinary action if any of their employees or their appointed contractor employees has transgressed any of the requirements of the health and safety specification, health and safety plans, site rules or any other requirements.
13. Ensure that all appropriate precautions are taken to protect persons (visitors, members of the public, and other contractors) present at work.
14. Before the commencement of any work, conduct risk assessments. This should be done by a competent person appointed in writing with a view to identify hazardous and potentially hazardous work operations.
15. Ensure that pre-task risk assessments are conducted and documented daily and prior to the starting of a new shift.
16. Must ensure that all employees have received the medical fitness certificates prior to commencement of work and are declared fit for duty by the occupational health practitioner.
17. Prior to having pre-employment and periodic medicals fitness examinations conducted, person/man job specifications must be compiled and handed to the occupational health practitioner.
18. Ensure, prior to the commencement of work, that all employees have received a health and safety induction training session. Similarly, ensure that all visitors to site undergo the site's induction training.
19. Issue risk-based personal protective equipment (PPE) as a measure of last resort to their employees, inspect such equipment regularly and ensure recipients of PPE are trained in the proper use, care and where necessary, the maintenance of PPE;
20. Must have a substance abuse program which must be in line with the requirements of the OHS Act.
21. Ensure that no alcohol or other intoxicating substances are brought on to, or remains on the work sites.
22. Ensure that all incidents are reported and investigated timeously by competent incident investigators.
23. Appoint sufficient number of health and safety representatives in terms of legislative requirements and ensure that the appointed contractors appoint

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health and safety representatives for their work sites.

24. The principal contractor must provide a monthly safety performance report (manpower numbers, incidents) on the project to Eskom NTCSA

### **2.5.3 The Contractor Security Manager shall**

1. Instruct and train all employees under their control on any hazards and risks related to work procedures, before any work commences and thereafter, at such times as may be determined by a risk assessment;
2. Ensure that the minimum legislative and Eskom SHE requirements are complied with on all work sites;
3. Ensure that risk-based personal protective equipment (PPE) has been issued and employees wear/use the PPE as instructed.
4. Inspect such PPE on a regular basis and record the inspections;
5. Ensure that all incidents are reported to the client and are investigated.
6. Be involved in all investigations that occur within their area of responsibility.
7. Ensure that all incidents are reported and investigated timeously by competent incident investigators. Full investigation to be done by Principal Contractor with Eskom representative and copies of all reports, COIDA documents, Medical Documents and actioned proof documents on findings and lessons learned to be provided to the Project Manager of AME, Prior completion of project on site.
8. Ensure that employees under their control are conversant with all relevant work procedures and that they adhere to such procedures.
9. Before the commencement of any work, where possible, assist in the conducting of risk assessments and ensure that appropriate mitigating measures have been considered and implemented.;
10. Ensure that daily or pre-task risk assessments are conducted and documented daily and prior to the starting of any new task, irrespective of whether it is a repetitive task. Ensure that the team are involved in the abovementioned risk assessments;
11. Hold tool box talks at the start of each shift (parade) to discuss health and safety issues as well as confirming the requirements of the daily risk assessments;
12. Ensure that all appropriate precautions are taken to protect persons present at work.
13. Ensure that no alcohol or other intoxicating substances are brought on to, or remains on, the premises / work sites and that no employee remains on site if he/she is under the influence. Furthermore, report such instances to contract management;
14. Ensure that all equipment used on site comply with OHS Act requirements with

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respect to condition, use, care, storage, maintenance, and the management of these.

15. Not victimise their employees by virtue of their employees divulging health and safety information or suspecting such information has been divulged, in the interests of health and safety requirements (reference – section 26 of the OHS Act).
16. Participate in the principal contractors emergency preparedness planning.

#### **2.5.4 Employees shall**

1. Be responsible for their own safety and health and that of their co-workers;
2. Co-operate with their employer to meet all of the employer's as well as legislative and Eskom requirements;
3. Familiarise themselves with their responsibilities during induction and awareness training sessions, some of which are:
  - a. familiarising themselves with their workplaces and safety and health procedures;
  - b. working in a manner that does not endanger them or cause harm to others;
  - c. ensuring that the work area is kept tidy;
  - d. reporting all incidents and near misses;
  - e. protecting fellow workers against injury by performing job observations;
  - f. reporting unsafe acts and unsafe conditions;
  - g. reporting any situation that may become dangerous; and
  - h. carrying out lawful orders and obeying safety and health rules;
4. Be subjected to any disciplinary action, if having transgressed any of the requirements of the health and safety site rules, Eskom requirements, company requirements, or legislative requirements.
5. Avoid any act that may endanger their own health and safety or that of fellow employees, members of the public, or visitors who may be affected by their acts and/or omissions at work.
6. Have the right to obtain proper information from their employer regarding health and safety risks and measures related to the work processes.
7. Use facilities placed at their disposal and not misuse anything provided for their own protection or that of others.
8. Maintain the surrounding area of the work site in a neat and tidy condition.
9. Have meaningful participation in regular health and safety meetings.
10. When given instructions, understand the instructions and be permitted to clarify those instructions.

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### **2.5.5 Contractor Health and Safety officer**

1. Promote a SHE culture within the organisations.
2. The contractor's safety and health officer shall assist in the control of all health and safety-related matters on the sites.
3. Be involved in the developing the project SHE plan and SHE policy.
4. Be in constant liaison and cooperate with Eskom's SHE professionals responsible for providing them with a health and safety service.
5. Ensure that this SHE specification is adhered to by his/her contractor.
6. Conduct audits and inspections of all work sites for the duration of the project.
7. Be involved in the organisations incident investigations when required.
8. Participate in the organisation's statutory and non-statutory health and safety committees meetings.
9. Conduct organisational induction training.
10. Ensure that no alcohol or other intoxicating substances are brought on to, or remains on, the premises / work sites and that no employee remains on site if he/she is under the influence. Furthermore, report such instances to contract management.
11. Make themselves available and ensure co-operation of employees under their control to undergo breathalyser and drug testing while entering and/or being on any Eskom work site by Eskom.
12. Carry out frequent behaviour observations of employees under their control at least monthly.
13. A recognized safety qualification (e.g. accredited Safety training e.g. SAMTRAC/ SHEMTRAC /Safety National Diploma/Safety Degree or (should be trained and skilled in HIRA, Incident management, OHSACT, legal requirement, procedure writing)) and minimum 2yrs work experience).

### **2.6 Security Supervisor**

Security Supervisor shall have the following training records:

- Supervisory skills training
- Legal Liability
- OHS Act and Regulations
- Hazard Identification and Risk Assessment

### **2.7 Related/Supporting Documents**

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Eskom OHS Act section 37 (2) agreement to be signed at procurement during the signing of the NEC contract, it is the responsibility of the project manager to ensure that the 37(2) agreement is signed, and a copy be kept in the contractor file at procurement and also with the client.

### **3. Specification**

#### **3.1 Scope of work**

NTCSA is made up of 155 substations: 13 National Key Points and the rest non-NKP sites 29030km of lines.

1. NKP Compliant fire armed security officers for substations
2. NKP Compliant fire armed or unarmed security officers for National control centre
3. Non-NKP unarmed Security officers (areas external to the NKP) for substations and rented offices (non-Eskom owned buildings)
4. Non-NKP power station unarmed officers
5. Tactical response services
6. Armed response services
7. Armed ad-hoc escorting services, during normal and after working hours
8. Tx construction sites, unarmed security officers

Risk Overview: Sabotage – plant tampering; network equipment theft, members of public and internal protest/strike action, vandalism, tower member theft and non-compliance to NKP legislative requirements, illegal intrusion to substations, outbreaks, epidemics and pandemics control measures, emergency projects (lines or substations), Tx remote sites with limited communication.

A copy of the scope of works must be retained by the contractor.

**Note:** The contractor who will be awarded this contract will be known as the “principal contractor” and any contractor appointed by the principal contractor will be known as the “appointed contractor.”

### **3.2 Legal Compliance**

#### **3.2.1 Section 37(2) (Legal) Agreement**

A section 37(2) agreement must be signed between Eskom and the contractor at the time of awarding the contract. The principal contractor must ensure that a section 37(2) agreement is compiled between the principal contractor and all their appointed contractors for the contract.

The original copy of the section 37(2) Agreement must be retained by the contractor and a copy retained by the responsible project manager.

A copy of all the agreements must form part of the respective contractor’s SHE file.

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### **3.2.2 Hazardous work by children (Child Labour)**

The constitution of the Republic of South Africa, in the “Bill of Rights” is clear on the rights of children, especially when it comes to:

1. being protected from exploitative labour practices;
2. Not to be required or permitted to perform work or provide services that
  - i. are inappropriate for a person of that child’s age; or
  - ii. place at risk the child’s well-being, education, physical or mental health or spiritual, moral or social development; and the Basic Conditions of Employment Act, Chapter six Section 43 “Prohibition of employment of children”.

Before resorting to the use of child labour, due consideration must be given to the rights of the child in terms of the constitution. Where work is being performed which is not prohibited in terms of the constitution, then such work must be conducted in terms of the OHS Act “Regulations on Hazardous Work by Children in South Africa” with emphasis on paragraph 2 Purpose and Interpretation. Eskom does not condone the use of child labour and therefore all effort must be exercised, and child labour should not be used.

### **3.2.3 OHS Act**

The contractor shall have an up-to-date copy of the OHS Act and regulations which will be available to all employees.

### **3.2.4 Legislative compliance**

All contractors shall comply with all the legislation pertaining to this contract being:

- The Constitution of the Republic of South Africa (particularly Section 24 of the Bill of Rights).
- Occupational Health and Safety Act 1993 (Act 85 of 1993) and its Regulations.
- National Environmental Management Act 1998 (Act 107 of 1998).
- Environment Conservation Act 1989 (Act 73 of 1989).
- National Water Act 1998 (Act 36 of 1998).
- National Road Traffic Act 93 of 1996.
- Compensation for Occupational Injuries and Diseases Act.
- Private Security Industry Regulatory Authority (PSIRA)
- National Key point Act, Act 102 of 1980

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- Tobacco Product control Act, Act 83 of 1993
- National health Act, Act 61 of 2003
- Code of Practice: Managing exposure to SARS-COV-2 in the workplace,2022

### **3.3 Eskom Requirements**

All contractors shall, before commencement of work ensure that all their employees are familiar with the relevant Eskom SHE documentation that is applicable to contract services.

### **3.4 SHE Policy**

SHE policy is a statement of intent and a commitment by the organisation's CE and senior management in relation to the relevant SHE roles and responsibilities, the achievement of their strategic objectives, values of integrity, customer satisfaction, excellence, and innovation.

The contractor if already not in place will be required to compile an organisational SHE policy in line with their SHE responsibilities. The policy must be signed by the organisation's CE or the appointed assistant to the CE OHS Act Section 16(2). The policy must be displayed in a prominent place within the workplace. A copy of the policy must be filed in the contractor SHE files and attached as an annexure in the SHE Plan.

### **3.5 COID**

The contractor shall be registered with an appropriate employment compensation commissioner and have available a valid letter of good standing (LoG) from such commissioner. A copy of the LoG must be filed in the contractor SHE files.

### **3.6 Costing for SHE within the Project**

The costing for SHE must be itemised based on the overall scope of the project (i.e.) Training, provision of PPE, safety equipment purchases etc. Verification will be done during project, safety requirements are met based on costs on safety as per itemised based per contractors information submitted.

### **3.7 OHS Plan**

OHS plan must be aligned to the OHS Specification provided by Eskom and numbered accordingly. OHS plan must include but not limited to the following:

- OHS plan document must be signed by the CE or 16(2)

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- OHS organization within the Company including the Responsibility & Accountability
- Identify the applicable legal and other requirements
- OHS Incident management (extract info from 32-95 that talks about the contractor; include flow-diagram and the reporting process).
- Personal Protective Equipment (PPE) management including PPE Matrix (that includes the Identification in conjunction to the risk-based site scope specific, activities, Issue, usage & training).
- Vehicle and driver behaviour safety
- Statutory and Non- statutory Appointments (e.g. OHS Representatives, First aiders and Fire fighters)
- OHS Communication and awareness within the company/project
- OHS Management commitment and visible felt leadership on work sites.
- Emergency and response plan
- OHS Training plan
- Medical fitness for duty assessments – scope specific
- Life-saving rules acknowledgement
- Substance abuse management
- Contractor management plan (declaration and details of subcontracting) add in the NEC during tender
- Well-equipped Ablution facilities – hygienic conditions/resources to be maintained

### **3.7.1 Minimum OHS plan supporting documents kept in the Safety file**

- Signed 37(2) Agreement between Eskom Security Manager and contractor (the copy be kept on safety file)
- Organisational structure
- Certified ID copies of employees (prior to commencement on site in line with site Organogram)
- Base Line Risk Assessment (including the review and monitoring plan, risk methodology applied, the risk matrix and identification process)
- Valid Letter of Good Standing with the compensation body/ FEMA (Federated employer's mutual assurance)/RMA (Rand mutual Assurance)
- Company Induction training around their company risks and the scope of work
- Eskom Induction training for the site and should be scope specific (attendance registers)

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- Medical fitness certificates for all employees on site issued by the registered occupational health practitioners (aligned to the annexure format, medical fitness certificates only)
- Scope specific Standard Operating procedures / Work Instructions
- Emergency Preparedness and Response Plan inclusive of OHS incidence
- Site specific Emergency Contact details
- OHS Communication procedure
- Incident Report and Investigation procedure
- Incident Reporting and Investigation Form/template, COIDA templates
- Procedure for management and control of Personal Protective Equipment
- Templates of planned/unplanned task observations
- Templates of equipment's being inspected for OHS purpose
- Issue based or pre-task risk assessments
- Toolbox talk before and handover during shift change
- Life-saving rules acknowledgement form
- Substance abuse management plan (breathalyser testing, training, competence and calibration certificates, drug testing)
- Screening template.
- Contractor management plan (where subcontracting apply).

**Tactical response services and Armed response services (to be verified with technical section)**

- Bullet resistant (proof) vests
- Lie detection tests
- Security vetting of employees
- Tactical training

### **3.8 OHS requirements on site**

Note: This document reflects minimum requirements and should not be construed as all-encompassing and thus may not thoroughly address all hazards and aspects associated with the scope of work. Therefore, the Contractor shall comply with site requirements including all the other applicable statutory requirements for their contracted scope of work.

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### 3.9 Statutory and Non- Statutory Appointments

For the duration of the contract, the contractor shall appoint competent employees who will meet the requirements of the OHS Act. Where appointments are made, contractors shall ensure that the appointees have been suitably trained and or informed of their responsibilities before getting them to accept such appointment. The statutory and non-statutory appointments should include but not limited to the following:

- Company organogram to include OHS structures
- OHS Act, Section 16(1) – Chief Executive Officer (only the name, surname and the contact details of the Chief Executive required, to be on the company letter head).
- 16.2 appointments
- OHS Act, Section 17 – Health and Safety Representative
- OHS Act, GSR 3 (4) – First Aiders (minimum requirement level 1)
- OHS Act, GAR 9 (2) Incident Investigator
- Health and Safety Officer per supplier/contractor (Accredited Safety training e.g. SAMTRAC/ SHEMTRAC /Safety National Diploma/Safety Degree or (should be trained and skilled HIRA, Incident management, OHSACT, legal requirement, procedure writing)) and minimum 2yrs work experience.
- Security site Supervisor (no Supervisor is allowed to work double shift)
- OHS Act, Risk Assessments Compiler
- Vehicle and equipment Inspector
- Fire Fighting Equipment Inspector (basic firefighting training)

### 3.10 Eskom Life-saving Rules

1. Eskom views health and safety in high esteem and encourages that any organisation who performs work for Eskom in Eskom adopt the same view.
2. Five Life-saving rules have been developed that will apply to all Eskom Employees, agents, consultants, and **contractors**. Failure to adhere to these rules by any Eskom employee or employee of a Principal Contractor or appointed contractor will be considered a serious transgression. These rules are being implemented to prevent serious injury or death of any employee, labour broker or contractor working in any area within Eskom.
3. If any contractual work will be performed on any Eskom premises (including delivery of any product), then the rules **shall be obeyed** by any contractor and their employees.

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The rules are:

<b>RULE</b>	<b>DESCRIPTION OF RULE</b>
Rule 1	<b>OPEN, ISOLATE, TEST, EARTH, BOND, AND/OR INSULATE BEFORE TOUCH</b> (That is plant, any plant operating above 1000 V)
Rule 2	<b>HOOK UP AT HEIGHTS</b> Working at height is defined as any work performed above a stable work surface or where a person puts himself/herself in a position where he/she exposes himself/herself to a fall from or into.
Rule 3	<b>BUCKLE UP</b> No person may drive any vehicle on Eskom business and/or on Eskom premises: Unless the driver and all passengers are wearing seat belts.
Rule 4	<b>BE SOBER</b> No person is allowed to be under the influence of intoxicating liquor or drugs while on duty
Rule 5	<b>PERMIT TO WORK</b> Where an authorization limitation exists, no person shall work without the required permit to work.
Rule 6	<b>ENSURE SAFE LIVE WORKING</b> Ensure all live work basic principles are adhered to, as outlined in the High Voltage Live Working Standard for the respective division.

Eskom will take a stance of zero tolerance on these rules.

Non-compliance to a Life-saving rule will be considered serious misconduct and will lead to serious disciplinary action, which may include dismissal.

This is to ensure that **every person** who works on or visits an Eskom **returns home safely to his or her family.**

### 3.11 Substance Abuse

1. Alcohol and substance abuse poses a significant threat to any business, more so in industrial incidents and the driving of vehicles. Eskom is therefore, entitled to take reasonable steps to ensure that intoxicated persons are identified and prevented from entering Eskom.
2. General Safety Regulation 2A is clear on the legal stance regarding intoxication.
3. The alcohol and drug permissible level is 0%.
4. All contractors shall comply with Eskom’s procedure 32-37 (“Substance Abuse Procedure”), taking into account that this is an Eskom Life-saving Rule number 4: BE

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SOBER”), this means anyone entering the Eskom will be subjected to ad hoc alcohol testing.

5. Contractors are encouraged to compile their own manual and to carry out regular alcohol testing of their own employees. The legislative alcohol level is deemed to be zero.
6. Test records must be treated as “Confidential” and filed in the employees’ personal file

### **3.12 Contractor organisational Structure**

#### **3.12.1 Contractor Organogram**

The contractor must provide an organisational organogram related to this contract, depicting all the levels of responsibility from the CE down to the supervisors responsible for the contract. List the relevant positions held, names of appointees and legal appointments.

The contractor is responsible for keeping copies of all the organograms’ as well as submitting them with the SHE plan. All organograms shall be updated timeously when appointments are changed.

This diagram must be kept up to date and filed in the SHE files.

#### **3.13 Risk assessment (refer to 32-520)**

It is a legal requirement in terms of Section 8 (2)(d) of the OHS Act for an employer to carry out risk assessments, to establish which risks and hazards are attached to the health and safety of persons due to any work which is performed, any article or substance which is, handled, stored, transported. A risk assessment is defined as an identification of the hazards present in an organisation and an estimate of the extent of the risks involved, taking into account whatever precautions are already being taken.

It is essentially a three stage process:

- identification of all hazards;
- evaluation of the risks;
- Measures to control the risks.

Risk assessments are required to be maintained. This means that significant changes to a process or activity, or any new process or activity should be subjected to a risk assessment and that if new hazards come to light during the work process, then these should also be subjected to risk assessments.

Risk assessments for long term processes should be periodically reviewed and updated. Method statements or written safe work procedures are an effective method as information and record of the way jobs / tasks must be performed.

Daily or issue based or task specific or on the job risk assessments must be conducted at the change of shift (parade) to allow supervisors and employees to assess any inherent risks that could

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have been overlooked during the initial risk assessment.

Guidelines for actual steps involved in a job/task specific risk assessment are:

- Each activity is listed;
- Specific hazards are identified and listed against each activity;
- The magnitude of each risk is rated as Low, Medium or High;
- All known documentary and supervisory controls are listed.
- For instance: What safe work procedure exist.
  
- The relevance, effectiveness and sufficiency of these controls are assessed;
- In the event of insufficient or deficient controls for the particular activity, steps to be taken to rectify this shall be recorded, and safe working procedures drawn up;
- Persons responsible for implementing and supervising the task shall be identified, nominated and duly assigned;
- Persons responsible for monitoring the task and carrying out the planned job observation must be nominated;
- Completed baseline risk assessment shall be handed to the Eskom security manager and Safety personnel for comment and approval.

The relevant section of the risk assessment shall be issued with a Transmittal Note to the Supervisor nominated as the responsible person; and the names of workmen who have received instruction on the work content and the sequence of the activities listed in the risk assessment shall be recorded, and their competence established. This instruction shall be done through an interpreter if required and recorded on the Pre-Job Brief (Daily Safe Task Instructions), with reference to applicable Risk Assessments.

### **3.12.1 Safe work procedures / method statements**

Method statements / written safe work procedure are control measures used to prevent an incident from occurring during the execution of the work. A written safe work procedure/ method statements provide guidance how to execute the task safely.

### **3.12.2 Fire Equipment and maintenance**

1. All firefighting equipment's that have been provided shall:
  - a. Be clearly labelled
  - b. Conspicuously numbered
  - c. Entered in a register
  - d. Inspected monthly by a competent person
2. Tested and serviced at recommended intervals by an accredited supplier
3. Results entered in the register and signed by competent person.

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### **3.12.3 First Aid and Equipment**

1. The requirements of the OHS Act GSR 3 must be observed.
2. First aid appointments must be made to meet the requirements, this includes construction sites.
3. Appointees must be trained, and have valid certificates.
4. When appointing employees for work sites, cognisance must be taken into account the type of work performed, the distance teams are working apart and the terrain to be covered if an emergency should arise.
5. A list of emergency numbers must be displayed on the notice boards and made accessible for all employees.
6. The Contractor must ensure that his /her employees and appointed contractor employees are familiar with the emergency numbers.
7. Contractors shall have one first aid box for the first 5 persons or team of workers on site or part thereof, taking into account the type of work performed and the distance between teams.
8. More first aid boxes shall be provided in accordance with the risk assessment. Boxes must be available and accessible for the immediate treatment of injured persons at the workplace.
9. For offices, signs indicating where the first aid box or boxes are kept as well as the name and contact details of the First Aider of such first aid box or boxes shall be erected.
10. The Contractor and appointed contractor shall ensure that alternative arrangements be made for incidents occurring after working hours.

### **3.12.4 Boxes and equipment**

The following is a list of minimum contents of a first aid box:

- Item 1: Wound cleaner/antiseptic (100ml).
- Item 2: Swabs for cleaning wounds.
- Item 3: Cotton wool for padding (100 g).
- Item 4: Sterile gauze (minimum quantity 10).
- Item 5: 1 Pair of forceps (for splinters).
- Item 6: 1 Pair of scissors (minimum size 100 mm).
- Item 7: 1 Set of safety pins.
- Item 8: 4 Triangular bandages.
- Item 9: 4 Roller bandages (75 mm X 5 m).
- Item 10: 4 Roller bandages (100 mm X 5 m).

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- Item 11: 1 Roll of elastic adhesive (25 mm X 3 m).
- Item 12: 1 Non-allergenic adhesive strip (25 mm X 3 m).
- Item 13: 1 Packet of adhesive dressing strips (minimum quantity, 10 assorted sizes).
- Item 14: 4 First aid dressings (75 mm X 100 mm).
- Item 15: 4 First aid dressings (150 mm x 200 mm).
- Item 16: 2 Straight splints.
- Item 17: 2 Pairs large and 2 pairs medium disposable latex gloves.
- Item 18: 2 CPR mouth pieces or similar devices.

A content check list must be available with all boxes and boxes shall be checked on a regular basis, kept clean and dust free.

### **3.13 SHE Communication Systems**

The Contractor must develop a communication strategy outlining how they intend to communicate SHE issues to their staff, the mediums they will employ and how they will measure the effectiveness of their SHE communication. Below is a brief on how communication should take place. Where site meetings are conducted on site, SHE shall be included as a standing agenda point and minutes of these meetings shall be available on site at all times. Minutes of meeting must be compiled and filed in the relevant SHE files. All employees shall have access to these minutes. Attendance register shall be kept for all the health and safety meetings.

#### **3.13.1 Statutory Health and Safety Committees**

1. As per Section 17 of the Occupational health and safety act, should the contractor employers more than 20 employees, shall nominate and appoint a health and Safety rep
2. In an event where more than one health and safety rep is appointed, establish a health and safety committee
3. The contractor shall establish statutory health and safety committee in terms of Section 19 of the OHS Act, Act. Similarly, appointed contractors shall establish their own statutory health and safety committee.
4. The Committee shall meet to discuss SHE issues concerning the current work being performed, training, upcoming work and SHE requirements, incidents and lessons learned specific SHE problems, safety performance, action plans and other relevant SHE issues.
5. SHE representatives for a workplace shall be members of the relevant workplace safety committees (Refer to Section 19 (2) (a) of the OHS Act).
6. The number of persons nominated by employer must not be more than the Health and

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Safety Representatives on that specific statutory health and safety committee. (Refer to Section 19(2)(c) of the OHS Act)

7. A statutory health and safety committee meeting shall be held at least 3 monthly (where medium to high-risk work is involved, more frequent if required), and all appointed members of the committee shall attend the meeting.
8. Statutory health and safety committees may make recommendations to the contractor and the project manager and the Inspector at DoEL.
9. All health and safety committees shall discuss all projects related OHS Act Section 24 and 25 incidents and other notified serious incidents.
10. Health and safety committees shall follow up on incident investigation recommendations and shall keep record of all recommendations made by the committee.
11. Statutory health and safety committees may make recommendations for the revision of current standards, procedures and practices.
12. The contractor shall ensure that statutory and non-statutory health and safety committees carry out their duties.
13. The chairperson of the health and safety committees shall be selected and appointed by the contractor. The appointed chairperson must be competent to chair meetings and be able to make informed decisions.

### **3.13.2 Non-statutory health and safety committees**

1. Where there are large worksites, then non-statutory sub-committee must be established within that worksite to assist with the communication of health and safety related matters between the statutory health and safety committee and the workplace.
2. The duties and responsibilities of the non- statutory health and safety committees will be the same as the statutory safety committee

#### **3.13.2.1 Recommended Agenda**

1. The following serves as the guideline for the SHE Committee meeting agenda.
  - List of agenda items:
  - Matters arising from previous minutes
  - Matters arising from Contractor's SHE meetings.
  - Inspection results and feedback
  - Review Health and Safety Representative Inspection Reports
  - Review
    - Incident investigation reports

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- Non-Conformances
- Announcements (near miss/injury/damage)
- Follow up on recommendations made by the employer in incident investigation reports
- Accident Prevention – Safety Promotion
  - Planned Job Observations
  - SHE Training
  - Emerging risks and Near miss
  - Incident Announcements / Recall
- Hotspots
- Non-conformances.
- Housekeeping.
- Work permits.
- Work procedures.
- Announcements from the client
- Rules, Instructions
- Emergency Preparedness
- Statistics report
- Closure

### **3.13.2.2 Minutes and action items for all health and safety committee meetings**

1. Minutes and record of action items shall be kept of all health and safety committee meetings.
2. Action column with target dates and responsible person shall be clearly visible on the minutes and shall be completed during the meeting.
3. Statutory health and safety committee meeting minutes and record of action items shall be kept for the duration of the contract or a minimum period of three years.
4. Non–statutory health and safety committee meeting minutes shall be kept for the duration of the contract or a minimum period of 12 months.
5. All other meeting minutes where SHE is on the agenda, shall be kept for a minimum period of 12 months.
6. The original copy of the minutes and record of the action items must be signed by the chairperson.

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7. The relevant Security manager and contractor shall endorse the relevant minutes with his/her recommendations and return the minutes to the relevant contractors chairperson within 14 calendar days of the meeting.

### **3.13.3 Toolbox talks / Daily team talks / pre job meetings/Parade**

A meeting must be held prior to the commencement of the new shift with all relevant personnel associated with the work task in attendance. The job, relevant procedures, associated hazards, safety measures, i.e. the task risk assessments shall be discussed. Each employee who attends the briefing shall sign an attendance list of that pre-job brief form undertaking that they have an understanding of the tasks, risks and control measures required.

### **3.13.4 Induction training**

1. The principal contractor shall ensure that all his / her employees have undergone the Eskom Safety Contractor Management induction training prior to commencing work on site.
2. Attendance registers must be completed of any induction training given, which must indicate that they have received and understood the induction training.
3. Prior to attending the induction training, all employees must undergo a pre-employment medical examination and found fit for duty. A copy of the certificate of fitness must be kept in the SHE file on site for the duration of the project.

### **3.13.5 Site specific Induction training**

The contractor shall ensure that all his / her employees undergo site specific induction upon receiving the approval of the SHE file.

### **3.13.6 General training**

The principal contractor will be required to ensure that before an employee commences work on the project, the respective supervisor informs the employee of his scope of authority, the hazards associated with work as well as the control measures to be taken. This will include man-job specifications, the discussion of any task procedures or high-risk operational procedures to be performed by the employee. The Contractor is to ensure that the supervisor has satisfied himself that the employee understands the hazards associated with any work to be performed by conducting task/job observations.

## **3.14 Vehicle Safety**

### **3.14.1 No employees shall be transported at the back of the bakkie.**

1. It is the responsibility of the driver to ensure:

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- a. Their passengers wear seat belts whilst the vehicle is in motion.
  - b. Comply with all traffic road rules, safety, direction and speed signs.
  - c. Ensure that vehicle loads are properly secured prior to moving off.
  - d. Ensure that vehicles are not overloaded
2. No drivers or operators may text, talk on cell phones or two way radios whilst driving, unless a hands free kit is used.
  3. All drivers of the vehicles are to have valid medical fitness certificates.
  4. Contractor must maintain their vehicles in a roadworthy condition and a vehicle license must be valid at all times.

### **3.15 Housekeeping and Order**

1. All contractors shall maintain a high standard of housekeeping while working at Eskom sites.
2. Prompt disposal of waste materials and rubbish is essential.

### **3.16 Incident Investigation**

All incidents shall be investigated in terms of OHS Act General Administrative Regulations 8 and 9, using Eskom Procedure 32-95 as a reference, and where injuries as contemplated in sections 24 and 25 have been sustained, be reported to the Department of Labour.

Contractors shall use the standard General Administrative Regulation Annexure 1 "Recording of an Incident" form for all incident investigation reports. The objective of incident investigation, should not only be a legal requirement, but should establish why and how the incident occurred and find out the real root cause of the incident and to decide on precautionary measures that are required to address the root cause to prevent any further recurrences of the same or similar incidents.

### **3.17 Emergency Management**

The art of emergency preparedness and response is to minimise the effects of any emergency and to restore normal activities as soon as practical. The contractor must familiarise themselves with the Eskom emergency response plan and procedure. Periodic emergency drills must be undertaken to test the effectiveness of the plan. This must be recorded and provided on request.

### **3.18 Medicals**

**Note:** Eskom will only accept medical surveillances conducted by an Occupational Health Practitioner who holds a qualification in occupational health.

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Principal contractors must ensure that their employees and their appointed contractor employees have a medical surveillance program whereby their employees undergo entry, periodic and exit medical fitness examinations.

### **3.19 Smoking**

The national smoking policy must be observed and smoking is permitted in designated areas only (Eskom Smoking Procedure 32-36).

No smoking should take place outside designated or identified areas, and Fire precaution should always be taken.

### **3.20 Non-Conformance and Compliance**

1. Any non-compliance to any health and safety requirement in this SHE specification is subject to discipline in terms of the Eskom Procurement and Supply Management Procedure.
2. The procedure for the issuing and closing off of non-conformance reports shall be strictly adhered to.
3. Where non-conformances are issued by Eskom then one of the close-out steps of the procedure will be for the offender to be called by the responsible S manager to explain the non-conformance issued and what plan is in place to prevent a recurrence of the non-conformance.
4. Should the contractor fail to provide adequate PPE to their employees for the tasks being performed; failure to enforce the wearing of such PPE will be viewed as a transgression of the legislative and Eskom requirements.

### **3.21 SHE File**

1. A SHE file means a file or other record in permanent form, containing the information about the safety and health management system during contract.
2. All contractors are required to keep a SHE file on every site. If there is more than one site per contract, a file per site shall be kept at that site. Contractors may keep additional file at their head office as additional records. The SHE file shall be maintained by the contractor on their sites and shall be available on request for audit and inspection purposes.
3. The SHE file shall consist of the requirements in terms of the project's safety specification, the contractor's safety and health plans.
4. The sequence of filing the documentation must be kept in the same sequence as listed in this SHE specification and the SHE plan.
5. Each record shall be separated by partitions to afford easy identification and access. Each partition must be labelled.

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### **3.22 Work Stoppage**

1. Any person may stop any activity where an unsafe act or unsafe condition that poses or may pose an imminent threat to the safety and health of an individual or create a risk of degradation of the environment. This includes any unauthorised work or service performed by, or legally or contractually non-compliant acts or omissions by, any contractor contracted to work at that site.
2. Work stoppages that are initiated due to SHE concerns, non-compliance, or poor performance related to the contractor's works or services shall not warrant any financial compensation claim lodged against Eskom where the contractor has not met the requirements defined legally or contractually.
3. Where stoppages are carried out, the required non-conformance report shall be raised.
4. All work stoppages ideally should be investigated and documented by contract custodians.

### **3.23 Hours of Work**

The requirements of the Basic Conditions of Employment Act, Chapter Two "Regulation of Working Time" must be adhered to. All contractors are required to maintain an accurate record of time worked by each employee.

#### **3.23.1 Normal work**

All work conducted on site shall fall within the legal requirements in accordance with the Basic Conditions of Employment Act. Contractors will notify their Eskom Security Manager of any Security employees who needs to work double shifts. (The application needs to be submitted timeously).

### **3.24 Omissions from Safety and Health Requirements Specification**

By drawing up this SHE specification Eskom has endeavoured to address the most critical aspects relating to SHE issues in order to assist the contractor to adequately provide for the health and safety of employees on site.

Should Eskom not have addressed all SHEQ aspects pertaining to the work that is tendered for, the contractor needs to include it in the SHE plan and inform Eskom of such issues when signing the contract

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